

Catawba County Emergency Medical Services Standard Operating Guidelines

Reserve Employees

This policy addresses policies related to part-time or “reserve” employees.

- Reserve staff members must work a minimum of twenty-four (24) hours during any two-month period.
- If at the end of any two-month period, the reserve does not have the required number of hours worked; he or she may be terminated from employment with Catawba County EMS.
- Exceptions and special cases will be handled on an individual basis.
- When a reserve has a scheduling conflict after accepting a shift it will be that reserve's responsibility to provide coverage for that shift. Exceptions for illness and emergencies may be made. The reserve must inform the on-duty Shift Supervisor of the change in coverage at the earliest opportunity.
- Generally reserve employees may not work on a transport unit with another reserve employee.
 - Exceptions
 - Out of town transports may be staffed with two reserve employees.
 - In emergency situations, the Crew Chiefs and Supervisor on duty have the authority to suspend this policy, only until other arrangements can be made.
- Reserve employees may request a leave of duty for a period not to exceed six months.
 - The reserve employee is responsible for ensuring submission of timesheets during this time period and ensuring that he/she completes all mandatory training prior to the end of the six months.